

ADMINISTRATIVE PROCEDURES
STREET OR ALLEY CLOSING APPLICATION

A. APPLICATION PROCEDURE:

1. All applications must be submitted to the City Manager's Office. These applications will be forwarded to the City Council, which meets the second and fourth Tuesday of each month.
Each application is subject to a fifty-dollar (\$50) fee, made payable to the City of Harrisonburg. There may be an additional fifty-dollar (\$50) payment to each member of the Board of Viewers (3 to 5), to be paid upon appointment. All required advertising and associated costs will be at the expense of the applicant. The advertising copy can be prepared by the City Clerk or the applicant, however, if prepared by the applicant the copy shall be reviewed by the City Clerk prior to submission to the newspaper.
2. All applications must include the following:
 - a. A surveyed plat and metes and bounds description of the parcel being vacated, signed and sealed by a licensed surveyor for recordation.
 - b. A list of all adjacent property owners. This includes property located across a road, highway, or railroad right-of way.
 - c. A written statement from the applicant giving reason for desired street closure, along with a summary concerning the scope of the request.
 - d. A location sketch of the street/alley to be closed. The sketch should include all adjoining alleys and streets, in addition, to showing what adjoining parcels will receive closed street or alley.
 - e. The value of the cost per square foot to purchase alley/street. This information may be obtained from the Commissioner of the Revenue,
3. Applications that fail to meet the specifications and requirements described above will not be considered.
4. Please be advised that adjoining property owners shall be expected to purchase that portion of the street or alley which abuts their property before the second reading and final closing. The cost shall be at assessed value, which shall be determined by the Commissioner of Revenue.

B. CITY COUNCIL PUBLIC HEARING AND CONSIDERATION

1. After applicant has submitted letter, map, fees, and completed application form to the City Manager's office, the City Manager places the request on City Council's agenda.
2. The City Council may then decide to refer the application to the Planning Commission for review or move to holding a Public Hearing.

C. PLANNING COMMISSION CONSIDERATION

1. City Staff takes the closing under review and places it on the Planning Commission agenda.
2. At the meeting, City Staff will prepare and present a recommendation.
3. The applicant, or a representative, must be present at the meeting to apprise the Commission of information concerning the request.

City Council.

D. CITY COUNCIL PUBLIC HEARING AND CONSIDERATION

1. City Council receives the Planning Commission's recommendation and holds a Public Hearing in accordance with the Code of Virginia 15.2-2006.
2. The applicant, or a representative, must be present at the Public Hearing to apprise the Council of information concerning the request.
3. At the conclusion of the hearing, Council may decide to appoint a Board of Viewers.
4. If appointed, the Board of Viewers will contact all adjoining property owners of the pending closure, and ask if that action would have any adverse effect on the use and enjoyment of their property.
5. If appointed, the Board of Viewers shall report their findings to City Council, along with their recommendation to close the street or leave the street open for vehicular traffic.
6. The City Council makes the final decision on all applications.
7. City Council may impose conditions on the street closure that must be met by the applicant before the closure is effective. It is the responsibility of the applicant to meet these conditions within the time period imposed by the City Council. The meeting of these conditions is the sole responsibility of the applicant, even in the case where a portion of the right-of-way goes to someone other than the applicant. If these conditions are not met within the time period imposed by City Council, the street closure may be denied.
8. If the decision is made to close the street, City Council will have TWO readings. The applicant shall purchase a portion, or all, of the affected street BEFORE the second reading of Council. Should the owners fail to purchase the street/alley, said street/alley shall remain open.

D. FINAL CLOSURE/RECORDATION

1. The City Attorney shall not record the ordinance until such time as the applicant submits the recording fee required by the Circuit Court Clerk's Office.
2. The recording information shall be sent to the applicant after recordation and upon request.

Date application received: _____

Application for Street or Alley Closing

City of Harrisonburg, Virginia

Review fee: \$50.00 Board of Viewers appointment (\$50.00 each): \$ Total Paid: \$

Applicant's name: _____

Street address: _____ Email: _____

City: _____ State: _____ Zip: _____

Telephone: Work _____ Fax _____ Mobile _____

Representative (if any): _____

Street address: _____ Email: _____

City: _____ State: _____ Zip: _____

Telephone: Work _____ Fax _____ Mobile _____

Description of Request

Location: _____

Square footage of area to be closed: _____

Cost per square foot: \$ Total cost: \$

Please provide a detailed description of the proposed closure (additional pages may be attached): _____

Names and addresses of adjacent property owners (Use separate sheet for additional names)

North: _____

South: _____

East: _____

West: _____

I hereby certify that it is my intention to have the above described Street(s) or Alley(s) closed and that the information contained herein is true and accurate. In addition, I understand that all required advertising and associated costs will be at the expense of the applicant.

Signature: _____
Applicant Date

ITEMS REQUIRED FOR SUBMISSION

- | | |
|---|--|
| <input type="checkbox"/> Completed application | <input type="checkbox"/> Value per square foot of cost to purchase |
| <input type="checkbox"/> Letter describing proposed use | <input type="checkbox"/> Fees paid |
| <input type="checkbox"/> Adjacent property owners | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Survey & metes and bounds description (prepared by a surveyor, engineer, or other person duly authorized by the State) | |

Please be advised, adjoining property owners shall be expected to buy that portion of the street/alley which abuts their property before second reading and final closing! The cost shall be at fair market value determined by the Commissioner of Revenue.